

SERVICE REPORT & INVOICE

Work completed, findings and charges

BUSINESS INFORMATION

Business name

Contact name / role

Business address

Phone / email / website

Registration / tax ID

SERVICE AND CUSTOMER INFORMATION

Report / invoice number

Service date

Time in / out

Service provider / technician

Credential / licence (if applicable)

Customer / business

Site contact / phone / email

Service address / location

WORK AND FINDINGS

Service type / areas serviced

Observations / condition before service

Work completed / equipment serviced

Materials used: name, quantity, method and location

Site / weather conditions relevant to the work

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RECOMMENDATIONS AND FOLLOW-UP

Recommendations / customer action / safety instructions

Follow-up required / next service date

CHARGES

Description	Qty	Rate	Amount

Currency (e.g. CAD, USD)

Subtotal

Discount

Tax 1 name / rate

Tax 1 amount

Tax 2 name / rate

Tax 2 amount

Total

Amount paid

Balance due

Payment method

Payment terms / instructions

SERVICE ACKNOWLEDGMENT

Customer acknowledgment records receipt of this report and the work described above.

Provider signature / typed name

Date

Customer signature / typed name

Date